

LAW (32)

AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY

STATEMENT OF PURPOSE:

The Law Department delivers excellent and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

AGENCY FINANCIAL SUMMARY:

2007-08 <u>Requested</u>		2006-07 <u>Budget</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 22,767,798	City Appropriations	\$ 21,994,741	\$ 22,664,898	\$ 670,157
\$ 22,767,798	Total Appropriations	\$ 21,994,741	\$ 22,664,898	\$ 670,157
\$ 3,149,357	City Revenues	\$ 3,149,357	\$ 3,149,357	\$ -
\$ 3,149,357	Total Revenues	\$ 3,149,357	\$ 3,149,357	\$ -
\$ 19,618,441	NET TAX COST:	\$ 18,845,384	<u>\$ 19,515,541</u>	\$ 670,157

AGENCY EMPLOYEE STATISTICS:

2007-08 <u>Requested</u>		2006-07 <u>Budget</u>	04-01-07 <u>Actual</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>143</u>	City Positions	<u>139</u>	<u>135</u>	<u>142</u>	<u>3</u>
143	Total Positions	139	135	142	3

ACTIVITIES IN THIS AGENCY:

	2006-07 <u>Budget</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
Administration and Operations	\$ 21,044,741	\$ 21,714,898	\$ 670,157
Legislative Liaison	<u>950,000</u>	<u>950,000</u>	-
Total Appropriations	\$ 21,994,741	\$ 22,664,898	\$ 670,157

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ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice. Sections within the department are Litigation, Labor/WC, 36th District Court, Claims, Municipal, Contracts, Tax/RC, Property/Environmental and Appeals for a total of 9 sections. Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Zoo, Health, Municipal Parking, and Civic Center for a total of 18.

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3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

MAJOR INITIATIVES FOR FY 2006-07:

The Law Department role in the Next Detroit Neighborhood Initiative will transform the city's neighborhoods into vibrant areas for its citizens to work, play and live and provide support to the service departments.

The Law Department has played a pivotal role in the process of assisting the City with efforts to right size and streamline government. This process will continue in 2007-2008.

The Law Department continues its efforts to update both its technology, and its methods for resolving cases filed against the City of Detroit. The Department has purchased new computers for almost half the staff, and will endeavor to obtain new computers for the balance of the staff during FY 2007-08. Additionally, we have plans to upgrade our case and document management applications. Plans are being made to purchase a web-based system that will create a "virtual office," and allow staff to access case data and documents from remote locations.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND

The department is continuously examining best practices of the legal industry to enhance department operations.

The department has established the appropriate supervisory staff ratios as a result of a department-wide workforce analysis. This will help the department streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of our documents. This would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

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This would save a tremendous amount of money in costs, enable citizens to purchase documents from the appropriate departments on-line, and avoid time-consuming and costly Freedom of Information Act (FOIA) requests.

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ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Actual	2006-07 Projection	2007-08 Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Collection opportunities (fees, costs or sanctions)	N/A	N/A	98	98
FOIA requests – all	3,545	2,035	2,755	2,755
Municipal Public Hearings / Formal meetings	2,500	2,200	2,000	2,000
Municipal – Administrative Proceedings	4	4	5	5
Outputs: Units of Activity directed towards Goals				
Client training workshops	50	34	22	22
Number of face-to-face client contacts to assess client needs	1,714	2,248	2,566	2,566
Percent “plain English” documents	100%	100%	98%	98%
Number of risk management reports	15	5	6	6
Reporting of allegedly defective conditions	145	550	500	500
Clients’ risk management training initiated	10	5	N/A	N/A
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	91%	94%	96%	96%
Days between referral and collection initiation	45	45	45	45
Participation in City/related entities’ bond transactions	4	6	8	8
Bonds/Insurance Certificates Reviewed	725	700	705	705
Involvement in City commercial transactions ¹	1,490	1,540	1,850	1,850
Development agreements	50	50	50	50
Acquisition deed proceedings	N/A	10	10	10
Land contract collection actions	N/A	30	30	30
Number of cases handled by outside counsel ²	45	7	N/A	N/A
Foreclosure cases pending (close of fiscal year)	N/A	8	N/A	N/A
Total Number of Labor Cases pending at start of fiscal year	450	535	563	563
Total number of Labor trials	15	20	20	20
Total number of appeals pending (close of fiscal year)	54	68	58	58
Municipal opinions rendered (written and oral)	5,200	6,250	2,200	2,200
Contracts opinions rendered (written and oral)	306	260	250	250
Labor cases to arbitration	215	233	233	233
Labor MERC cases	118	126	126	126
Veterans preference hearings	0	1	1	1
Police Trial Boards	477	500	500	500
Water Department contractor claims	6	4	10	10
Water Department opinions rendered	184	110	165	165

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Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Actual	2006-07 Projection	2007-08 Target
Outputs (continued)				
Disputed Water Bill Appeals – Cases Pending (close of fiscal year)	32	N/A	6	6
Subpoenas	935	800	720	720
Ordinances, Resolutions, Executive Orders	657	695	720	720
Labor/Employment Investigations	30	48	48	48
EEOC & MDCR claims	52	67	75	75
Worker Compensation redemptions	80	66	66	66
Civil service grievances	45	57	67	67
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	95%	95%	97%	97%
Total levels of revenue collections ³	2,100,000	2,100,000	1,000,000	1,000,000
Bankruptcy collections	750,000	1,000,000	500,000	500,000
Income Tax collections (civil and criminal)	N/A	320,000	250,000	250,000
General accounts receivable amounts collected	N/A	747,000	250,000	250,000
Total amount of settlements paid against City	30,300,000	25,300,000	25,000,000	25,000,000
Total amount of arbitration paid against City	4,200,000	3,200,000	2,500,000	2,500,000
Total amount of judgments paid against City	19,000,000	800,000	7,000,000	7,000,000
Activity Costs	\$26,069,537	\$22,805,747	\$21,044,741	\$21,714,898

¹Contracts Section/Commercial Division: including advice/counseling, negotiation, contract drafting and review

²Contracted out for reasons other than conflicts and applicable insurance coverage

³Includes collection of bankruptcy, municipal parking, income tax, property tax, general accounts receivable, general fees and utility users tax delinquencies; and environmental cost recoveries.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Administration	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Operations						
<i>APPROPRIATION ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	139	\$21,044,741	143	\$22,763,811	142	\$21,714,898
APPROPRIATION TOTAL	139	\$21,044,741	143	\$22,763,811	142	\$21,714,898
ACTIVITY TOTAL	139	\$21,044,741	143	\$22,763,811	142	\$21,714,898

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC0532 - Administration			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	9,216,410	10,393,261	10,237,425
EMPBENESL - Employee Benefi	6,712,898	7,345,895	6,746,480
PROFSVCSL - Professional/Cont	2,105,963	1,600,294	1,665,234
OPERSUPSL - Operating Supplie	403,432	725,576	404,456
OPERSVCSL - Operating Service	2,506,639	2,531,285	2,533,803
CAPEQUPSL - Capital Equipmen	87,500	87,500	87,500
OTHEXPSSL - Other Expenses	9,900	80,000	40,000
FIXEDCHGSL - Fixed Charges	1,999	0	0
<i>A32000 - Law Department</i>	<i>21,044,741</i>	<i>22,763,811</i>	<i>21,714,898</i>
AC0532 - Administration	21,044,741	22,763,811	21,714,898
Grand Total	21,044,741	22,763,811	21,714,898

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LEGISLATIVE LIAISON ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of this contract.

GOALS:

1. Represent the City's interest in all state and federal legislative matters pertaining to or having an effect upon the City of Detroit.
2. Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Federal Legislative Services	2006-07		2007-08		2007-08	
	Redbook		Dept Final Request		Mayor's Budget Rec	
Legislative Liaison	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION ORGANIZATION</i>						
00255 - Legislative Liaison						
320040 - Federal Legislative Services	0	\$300,000	0	\$0	0	\$300,000
APPROPRIATION TOTAL	0	\$300,000	0	\$0	0	\$300,000
11860 - State Legislative Services						
320045 - State Legislative Services	0	\$650,000	0	\$3,987	0	\$650,000
APPROPRIATION TOTAL	0	\$650,000	0	\$3,987	0	\$650,000
ACTIVITY TOTAL	0	\$950,000	0	\$3,987	0	\$950,000

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07	2007-08	2007-08
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC1032 - Legislative Liaison			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Cont	900,000	0	900,000
OPERSUPSL - Operating Supplie	5,000	0	5,000
OPERSVCSL - Operating Service	45,000	3,987	45,000
<i>A32000 - Law Department</i>	<i>950,000</i>	<i>3,987</i>	<i>950,000</i>
AC1032 - Legislative Liaison	950,000	3,987	950,000
Grand Total	950,000	3,987	950,000

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriation Summary - Revenues

	2005-06 Actuals	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec	Variance
A32000 - Law Department					
<i>00527 - Administration and Operations</i>					
447100 - Hospitals And Clinics	12	0	0	0	0
449160 - Personal Services-Airpo	(2,577)	15,000	15,000	15,000	0
449175 - Personal Services-Cedd	634,561	1,150,000	1,150,000	1,150,000	0
449190 - Personal Services-Hous	16,954	0	0	0	0
449200 - Personal Services-Mpd	47,731	100,000	100,000	100,000	0
449205 - Personal Services-Nsd	31,141	33,357	33,357	33,357	0
449215 - Personal Services-DOT	405,353	700,000	700,000	700,000	0
449220 - Personal Services-Wate	510,564	971,000	971,000	971,000	0
474100 - Miscellaneous Receipts	737,772	180,000	180,000	180,000	0
<i>00527 - Administration and Operations</i>	2,381,511	3,149,357	3,149,357	3,149,357	0
<i>10986 - Byrne Memorial - Blitz and Bloom</i>					
432330 - Grants-Other	43,582	0	0	0	0
<i>10986 - Byrne Memorial - Blitz and Blo</i>	43,582	0	0	0	0
A32000 - Law Department	2,425,093	3,149,357	3,149,357	3,149,357	0
Grand Total	2,425,093	3,149,357	3,149,357	3,149,357	0

**CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET**

Law Department

Appropriation Organization Classification	REDBOOK FY 2006 2007 FTE	DEPT REQUEST FY 2007 2008	MAYORS FY 2007 2008 FTE
00527 - Administration and Operations			
320010 - Administration			
Corp Counsel - Election Comm	1	1	1
Deputy Corporation Counsel	1	1	1
Admin Asst GD II - Law	2	2	2
Executive Legal Secretary	1	1	1
Chief Asst Corporation Counsel	4	5	5
Supervising Asst Corp Counsel	11	10	10
Sr Asst Corporation Counsel	24	26	25
Assistant Corporation Counsel	40	34	34
Librarian IV - Law Reference	1	1	1
Legal Investigator	5	5	5
Legal Assistant	11	13	13
Senior Legal Secretary	5	5	5
Legal Secretary	19	19	19
Principal Clerk	2	2	2
Senior Clerk	3	3	3
Clerk	7	6	6
Office Assistant III	1	1	1
Office Assistant II	1	2	2
Records Manager	0	1	1
Sr Asst Corp Counsel Exempted	0	1	1
Asst Corp Counsel - Exempt	0	4	4
Total Administration	139	143	142
Total Administration and Operations	139	143	142
Agency Total	139	143	142